



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 5603.3
BUMED-913
25 May 1999

BUMED INSTRUCTION 5603.3

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: PRINTING, DUPLICATING, REPRODUCTION, AND BINDING SERVICES

Ref: (a) Government Printing and Binding Regulations 99-12
(b) BUMEDINST 5511.1F
(c) SECNAVINST 5603.2D

Encl: (1) Checklist for Ceremonial Printing and Facilities
Support

1. Purpose. To establish policies and procedures for providing printing, duplicating, reproduction, and related services.

2. Cancellation. NAVMEDCOMINST 5603.1 and NAVMED 5600/1.

3. Policy. Department of the Navy printing must be essential in the conduct of official business; ensure nonessential printing is eliminated. All printing shall comply with policies and regulations used by reference (a) and the Office of Management and Budget.

4. Services. The Support Services and Telecommunications Branch (MED-913) is responsible to procure printing services from the Government Printing Office, Navy Publications and Printing Service, and the Defense Automated Printing Service, to meet the needs of the Bureau of Medicine and Surgery (BUMED). MED-913 will ensure established regulations, policies, and standards, for economical and efficient management of printing services is maintained. MED-913 shall be consulted on the development of material to be printed or duplicated to ensure the most economical process is followed. The following processes shall be used for the conditions described:

a. Bulk and Special Requirement Printing. A job requiring more than 5,000 production units of any page or more than 25,000 pages may not be produced on BUMED equipment. MED-913 will procure large and specialty printing/binding services from the Defense Automated Printing Service. Reference (b) provides instructions on reproduction of classified materials.

BUMEDINST 5603.3
25 May 1999

b. Quick Copy Reproduction

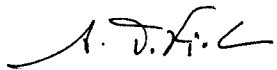
(1) Quick copy machines are located in various locations in Buildings 1 through 7. These machines are available for self-service use.

(2) MED-913 maintains a Xerox 5800 high-speed copier with collating and finisher capability in Building 3, room 3013. This is a self-service copier. The requiring code shall provide a designated operator.

(3) MED-913 maintains a Xerox 5750 color copier in Building 3, room 3013. MED-913 provides a key operator for color copying.

c. Ceremonial Printing. Printed material for official ceremonies are described in reference (c). Enclosure (1) provides a checklist for printing and facilities support.

5. Request Procedure. Submit requests for printing, reproduction, color copying, and related services by memorandum to MED-913 via the appropriate executive assistant (EA). Submit requests for ceremonial printing by memorandum to MED-913 via MED-09B.


S. T. FISHER
Deputy

CHECKLIST FOR CEREMONIAL PRINTING AND FACILITIES SUPPORT

1. Request for Ceremonial Printing. Submit the following to MED-913:

a. Blank 3-star invitations (NAVSO 10460/18) are available from the BUMED Supply Room, Building 5, room 5000.

b. A laser printed, camera ready copy of invitation with text sized to the blank invitation. The recommended font is Commercial Script - 11 pt.

c. A laser printed, camera ready copy of the RSVP card, reception card, parking card, maps, and inclement weather card. Trim size: 5-3/8 x 4-1/4, Image size: 4-3/8 x 3-1/4.

d. A laser printed, camera ready copy of the ceremonial program. Trim size: 5-1/2 x 8-1/2, Image size: 4-1/2 x 7-1/2.

2. Allow 10-14 working days for ceremonial printing.

3. Request for Ceremonial Facilities Support. The following facilities support is provided by MED-913:

a. Conference Rooms. Scheduling and setup/breakdown.

b. Indoor Ceremony. The recommended location is the Medal of Honor Hall, Building 2 (seating capacity 75 persons). Submit special requirements in writing with a drawn diagram of requested setup.

c. Outdoor Ceremony. The recommended location is the front of Building 2. Eighty-five (85) folding chairs are available for outdoor seating. Submit special requirements in writing with a drawn diagram of requested setup.

d. Receptions. The recommended location is the Rotunda, Building 2. Submit special requirements in writing with a drawn diagram of requested setup.

e. Special Requirements. Include flags, podiums, carpet runner, and executive chairs.